

COUNCIL COMMUNICATION

TO: THE CITY COUNCIL  
FROM: THE PERSONNEL DEPARTMENT

COUNCIL MEETING DATE:  
JANUARY 18, 1989

SUBJECT: APPROVE MODIFIED CLASS SPECIFICATIONS AND TITLE CHANGE FOR SERVICES  
DIVISION MANAGER

PREPARED BY: PERSONNEL DIRECTOR

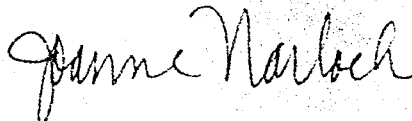
RECOMMENDED ACTION: That the City Council approve the revised class specification and title change of a Police Department position from Services Division Manager to Services Division Supervisor.

BACKGROUND INFORMATION: After reviewing the organizational structure of the Police Department and completing an analysis of the duties of the proposed position, it was determined that same modifications be made to more accurately reflect the duties of this position.

Attached for your review are organizational charts of the affected division and department.

No salary **change** for this classification is being recommended.

Respectfully submitted,

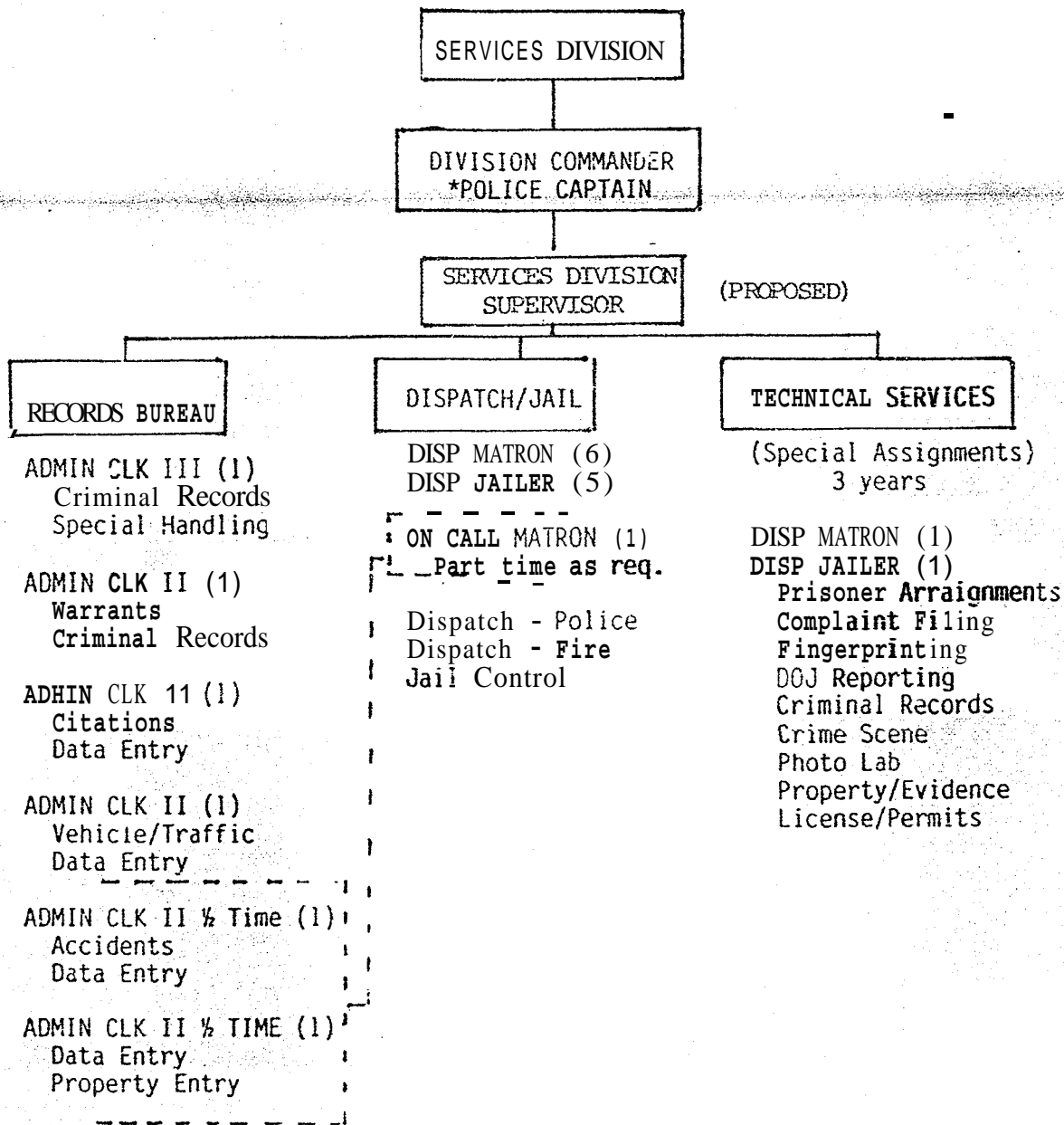


Joanne Narloch  
Personnel Director

JN/km

Attachments

COUNCOM1/TXTA.04P



\*Sworn Personnel

Jan 1989

CHIEF OF POLICE  
\*FLOYD A. WILLIAMS

Administrative Assistant \_\_\_\_\_ Department Secretary

\*Administrative Sergeant

Services Division

\*Captain Lake

SERVICES DIVISION  
SUPERVISOR

Administrative Clerk III (1)  
Administrative Clerk II (3)  
Dispatcher/Jailer  
Dispatcher/Matron (13)  
Admin. Clerk II (part-time)  
Jail Matron (part-time)

Crime Prevention Unit

CSO

CSO

Patrol Division - Crime Analysis Unit

\*Captain Hansen

Crime Analyst Clerk

\*Lieutenant/Watch Commander (4)  
\*Field Sergeant (6)  
\*Patrol Officer (34)  
"Traffic Unit (3)  
Community Service Officer (4)  
Administrative Clerk III  
Animal Control Officer (2)  
Auxiliary Officer (9)  
Police Explorer (12)

Investigations Division

\*Captain Martin.

\*Investigative Sergeant  
\*Investigator (4)  
\*Narcotics Officer (2)  
\*Juvenile Officer.  
\*Drug Suppression Officer  
Administrative Clerk III  
CSO  
Juvenile Probation Officer  
Adult Probation Officer

(Probation Officers are  
San Joaquin County  
personnel assigned to  
Lodi Police Department)

RESOLUTION NO. 89-08

A RESOLUTION OF THE LODI CITY COUNCIL  
APPROVING THE MODIFIED CLASS SPECIFICATIONS AND TITLE CHANGE  
FOR SERVICES DIVISION MANAGER IN THE POLICE DEPARTMENT

RESOLVEG, that the City Council of the City of Lodi does hereby approve the modified class specifications and title change for the Services Division Manager in the Police Department, as shown on Exhibit A attached hereto and thereby made a part hereof.

Dated: January 18, 1989

I hereby certify that Resolution No. 89-08 was passed and adopted by the City Council of the City of Lodi in a regular meeting held January 18, 1989 by the following vote:

Ayes : Council Members - Hinchman, Olson, Reid, Snider and  
Pinkerton (Mayor)  
Noes: Council Members - None  
Absent: Council Members - None

*Alice M. Reimche*  
Alice M. Reimche  
City Clerk

January 18, 1989

## SERVICES DIVISION SUPERVISOR

### DEFINITION :

To supervise, schedule and coordinate the operations of the public safety dispatch center, records center and jail; provides administrative and technical staff assistance.

### SUPERVISION RECEIVED AND EXERCISED:

Receives direction from assigned Police Captain.

Exercises direct supervision over services division staff.

### EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

Supervise, schedule and coordinate the activities of dispatch, records center, jail operations and technical services.

Assist in preparing and monitoring the Services Division budget.

Approve and authorize divisional purchases.

Implement and assist in formulating policies and operating procedures for dispatch, records, jail operations and technical services.

Determine staffing requirements and prepare work schedules for services division personnel.

Provide training for dispatcher jailer/matrons and clerical support staff.

Assist in emergency dispatch of public safety personnel as needed.

Coordinate and assume responsibility for the maintenance of all communications equipment and law enforcement computer systems.

Coordinate recordkeeping activities between records and the jail.

Complete performance evaluations on assigned staff.

Maintain compliance with new laws, policies, and procedures.

Ensure that proper procedures are followed relative to jail operations, warrants, and records.

Research, collect data and prepare a variety of statistical and written reports.

operate teletype machine to enter, modify and retrieve data.

Work with the general public in the areas of assigned functional responsibilities.

Investigate prisoner and citizen complaints.

QUALIFICATIONS :

Knowledge of:

The operation of public safety receiving and transmitting communications equipment and systems.

Department regulations and laws pertaining to dispatch and jail operations.

Principles and practices of office management, budget preparation and administration.

Principles, codes, regulations and laws governing records management.

Criminal court procedures.

Automated law enforcement information systems.

Principles of supervision.

Skill To:

Remain calm in emergencies and respond quickly using good judgement.

Plan, organize and review the work of subordinates.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with staff and the general public.

Follow verbal and written instructions.

Interpret and apply rules and regulations.

Type at a speed necessary for adequate job performance.

Experience and Education:

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Experience:

Two years full time experience as a Dispatcher Matron/Jailer.

LICENSE:

Possession of a valid California drivers license (class 3).

JOBSPEC1/TXTA.04P